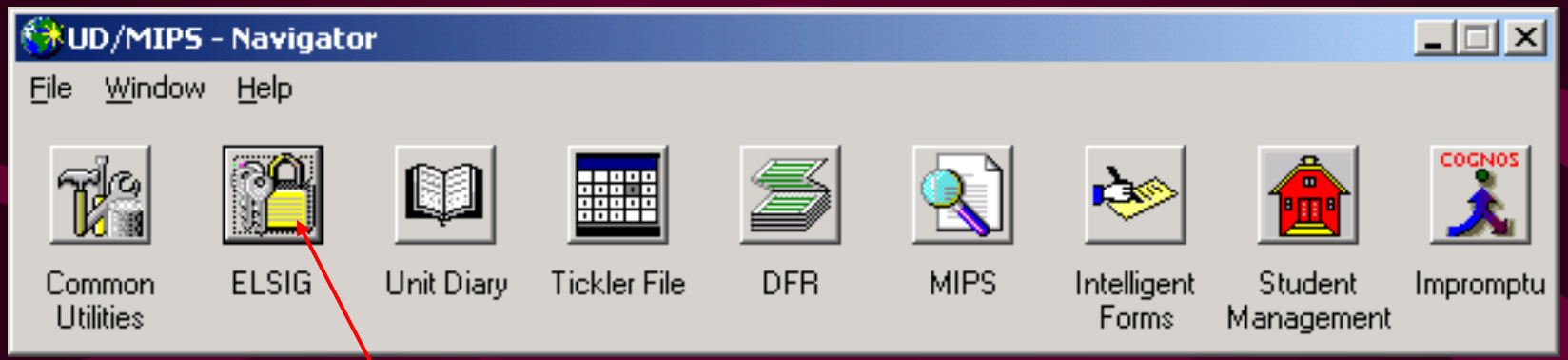
Unit Diary/Marine Integrated Personnel System {UD/MIPS}

ELSIG Control Officer's Guide

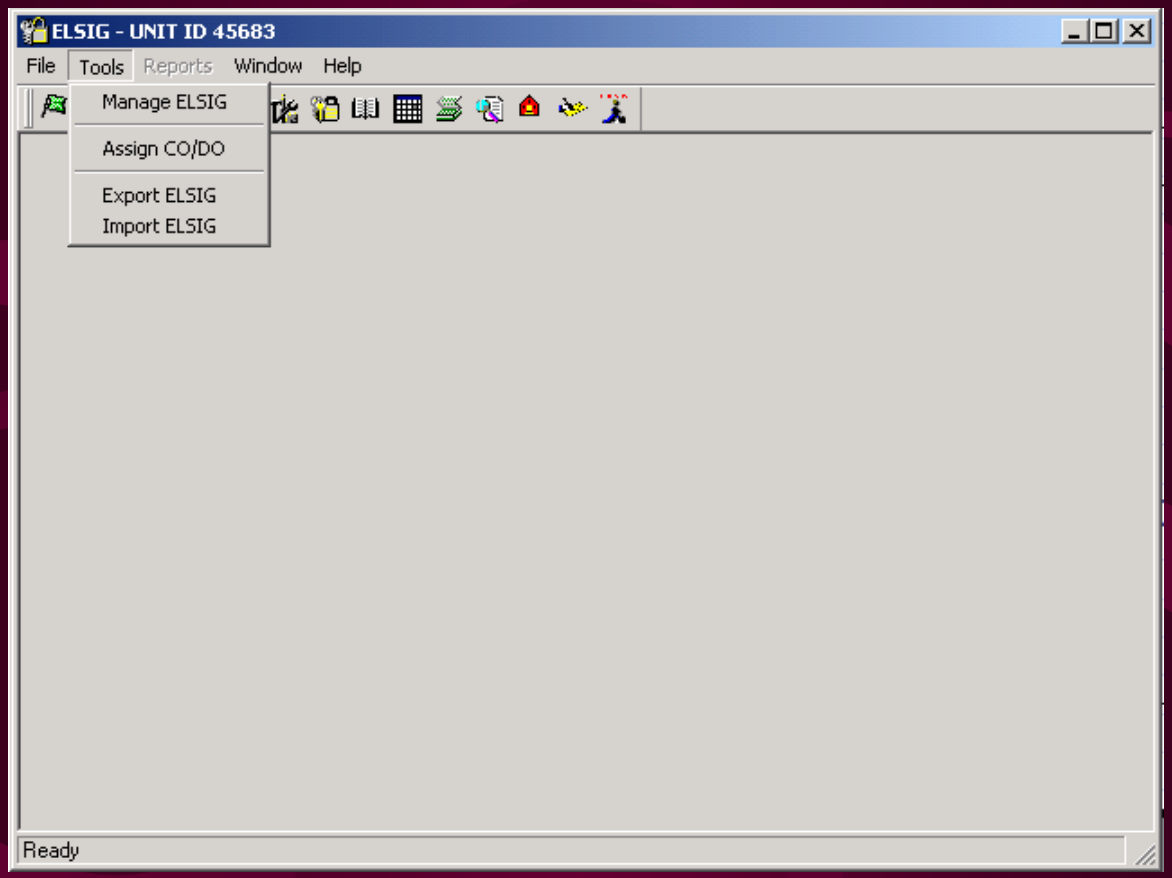
{ECO}

ELSIG Module



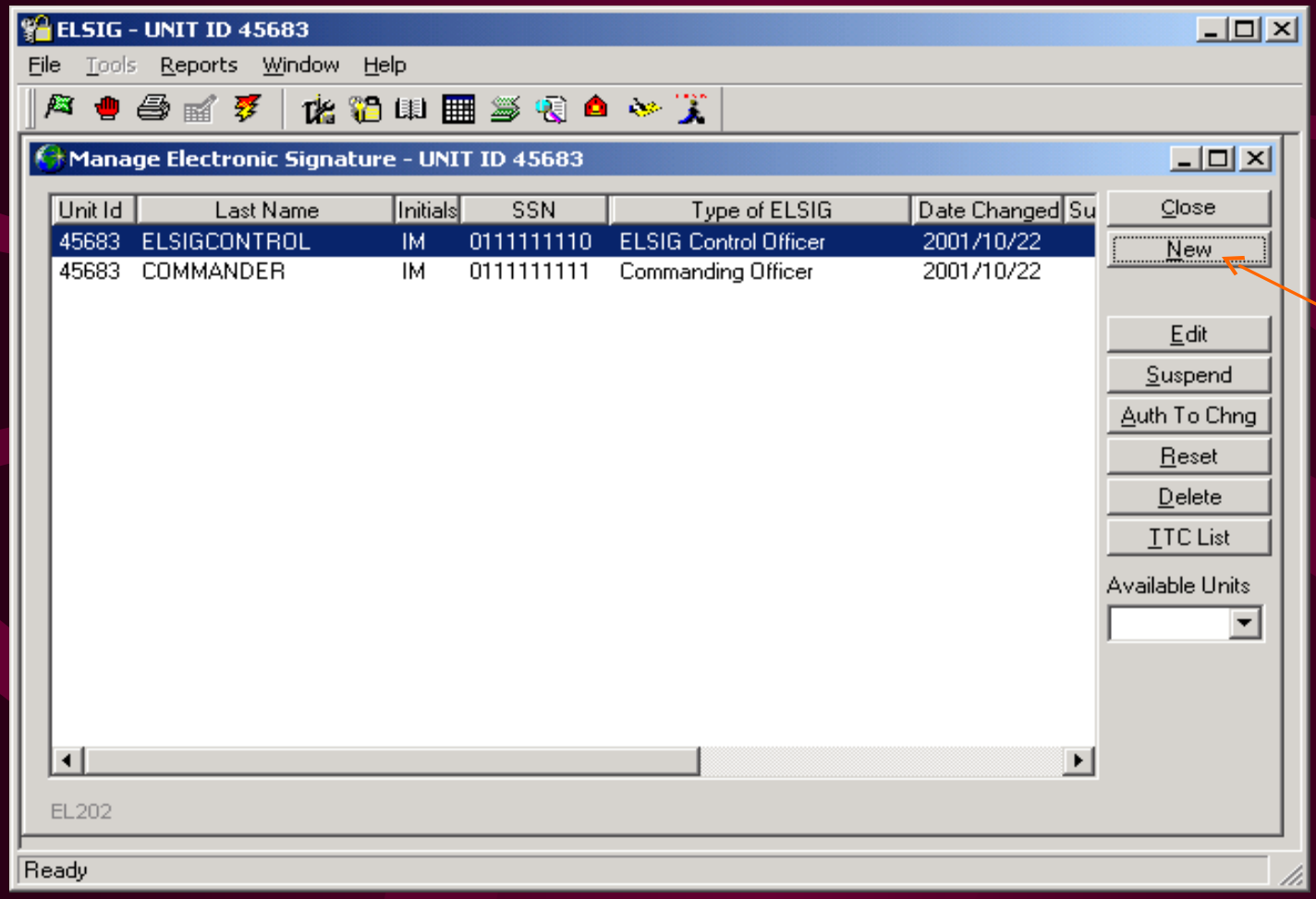
Click to open the ELSIG Module

Click Tools → Manage ELSIG



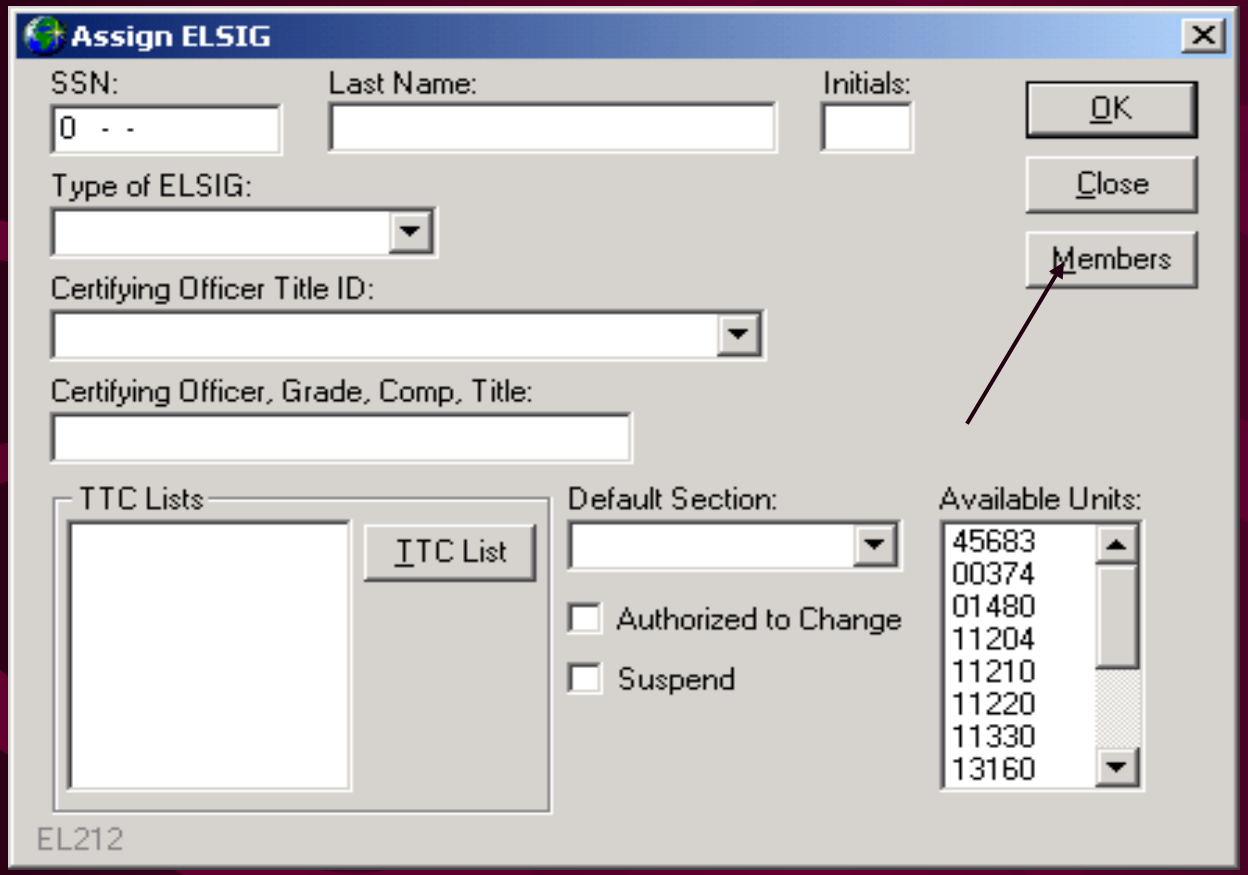
This will open the ElSIG Management Console

ELSIG Creation



Click New to begin Creation

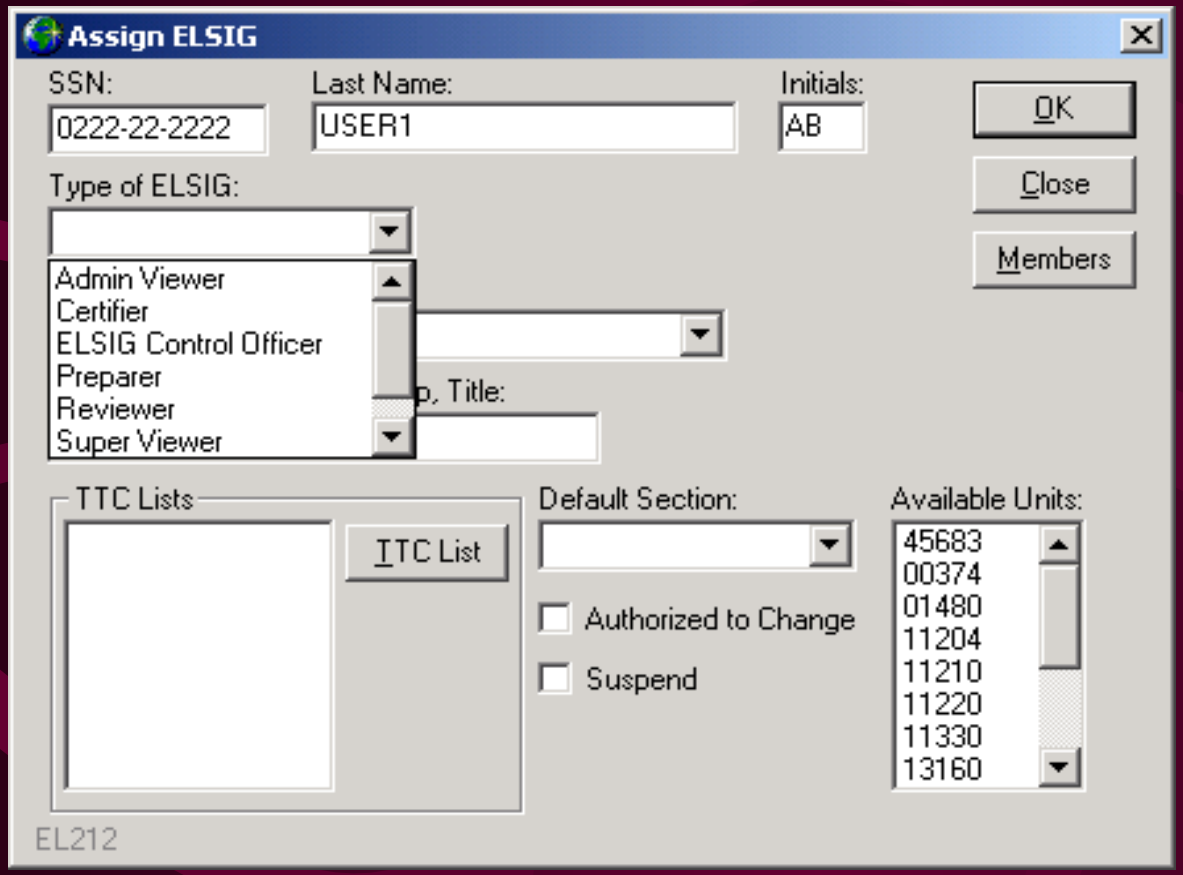
Choose User for ELSIG Assignment



Type in SSN or use members button to select a User

(Name and Initials will not populate if no Trecon has been reconciled\No Members will

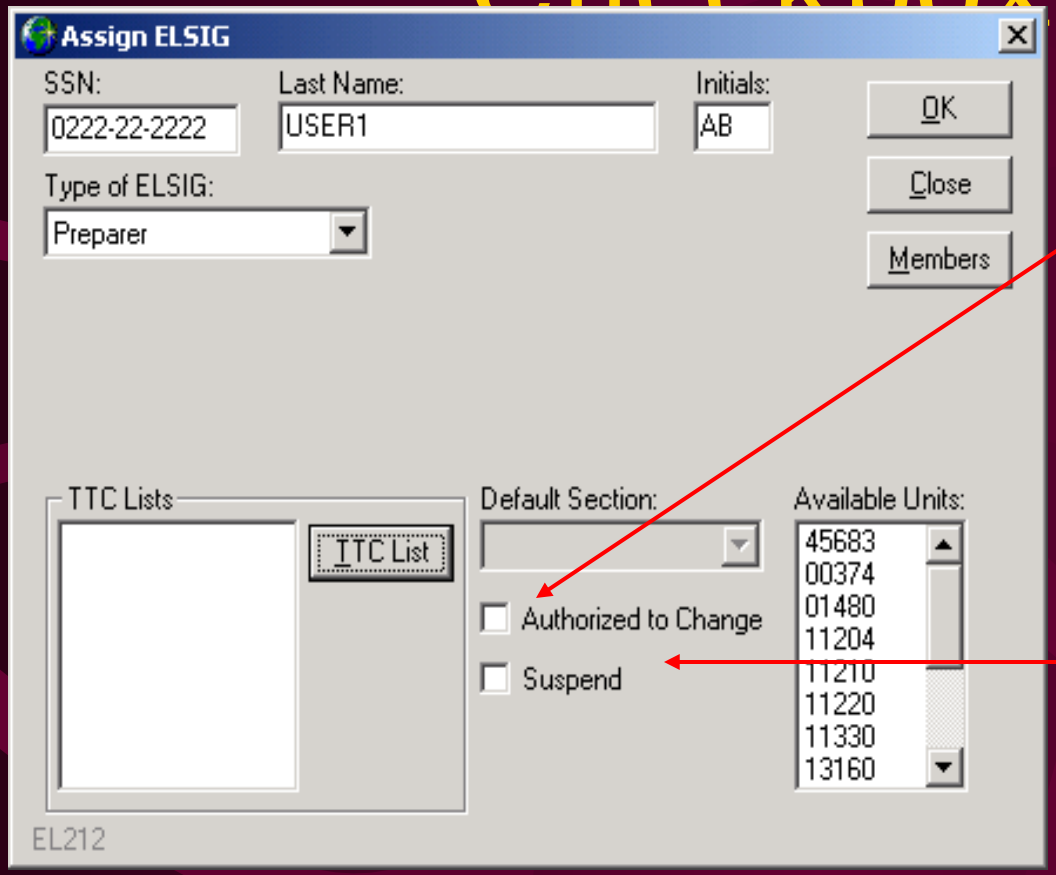
Choose Type of ELSIG



Available Types are:

- Admin Viewer
- Certifier
- ELSIG Control Officer (More than 1 ECO is authorized)
- Preparer
- Reviewer
- Super Viewer
- Viewer

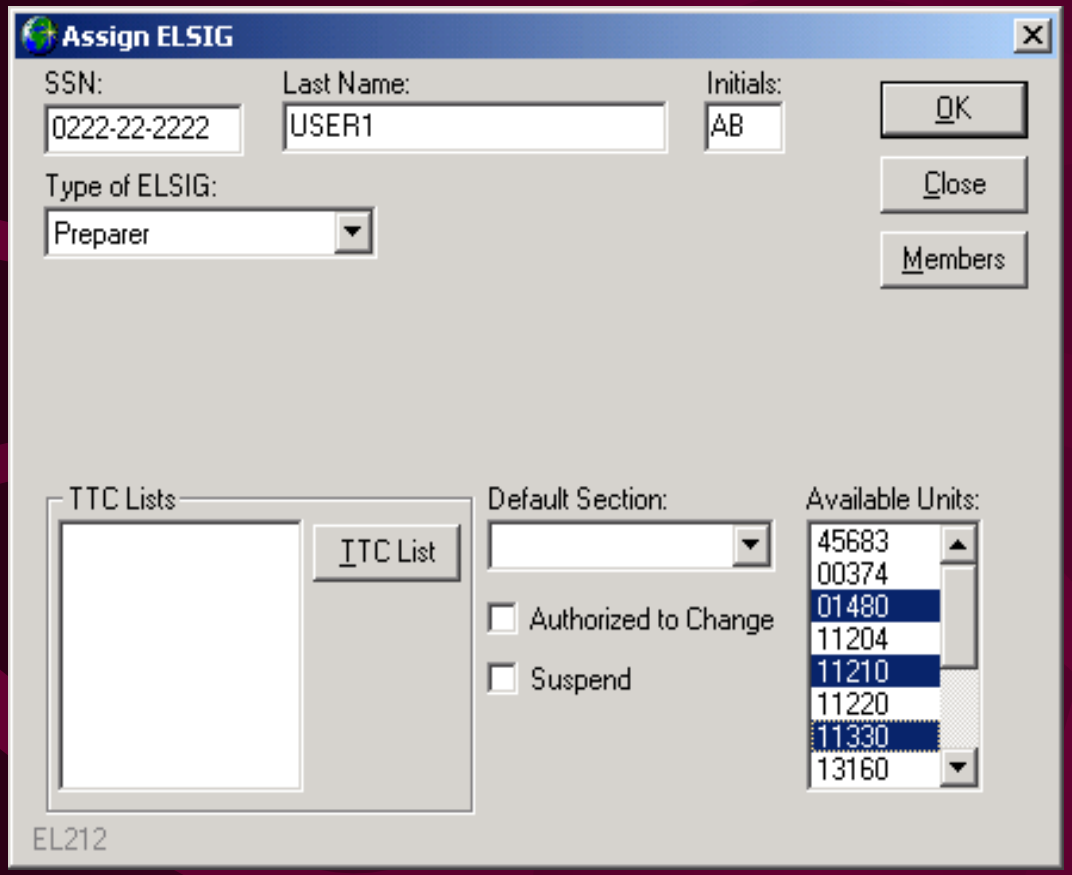
Authorized to Change/Suspend Checkboxes



Authorized to Change allows User to Modify TTC list(s) they are assigned upon login

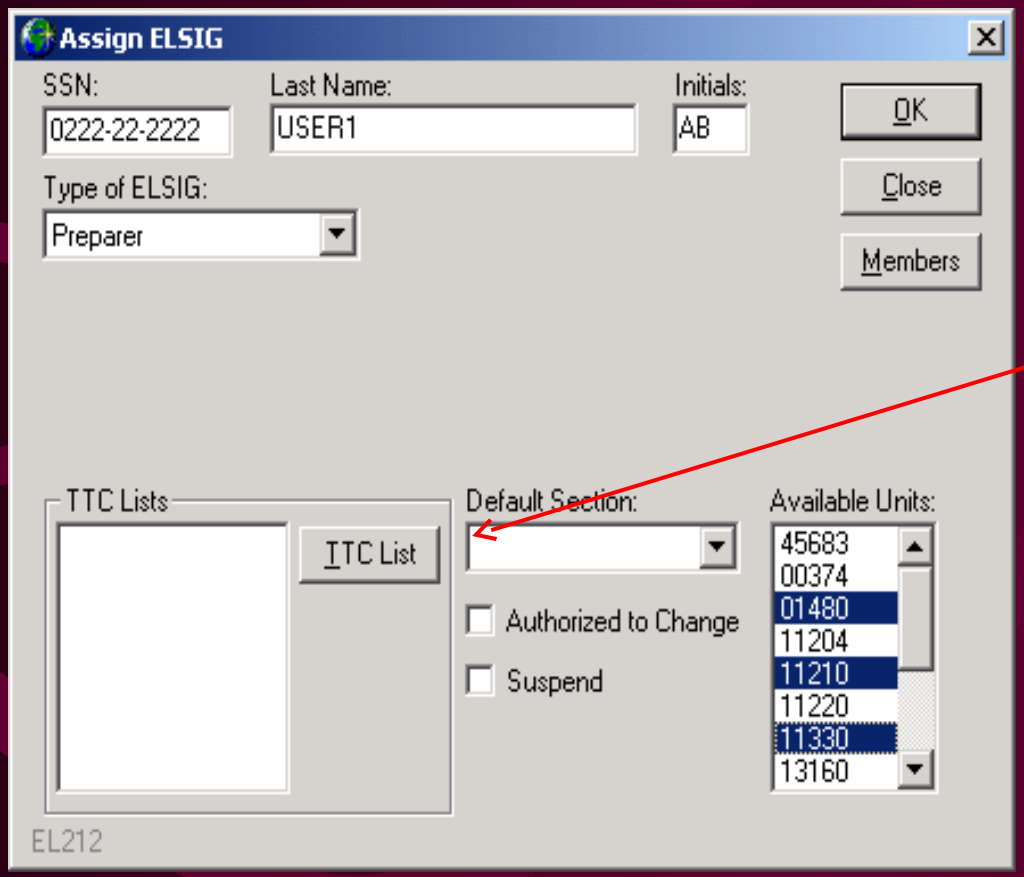
Suspend Checkbox will suspend or Un-suspend ElSIGS

Select Available Units



- Users Can be restricted to 1 or More units
- Select or De-select Units by clicking on each RUC
- Selection of Admin RUC gives access to all

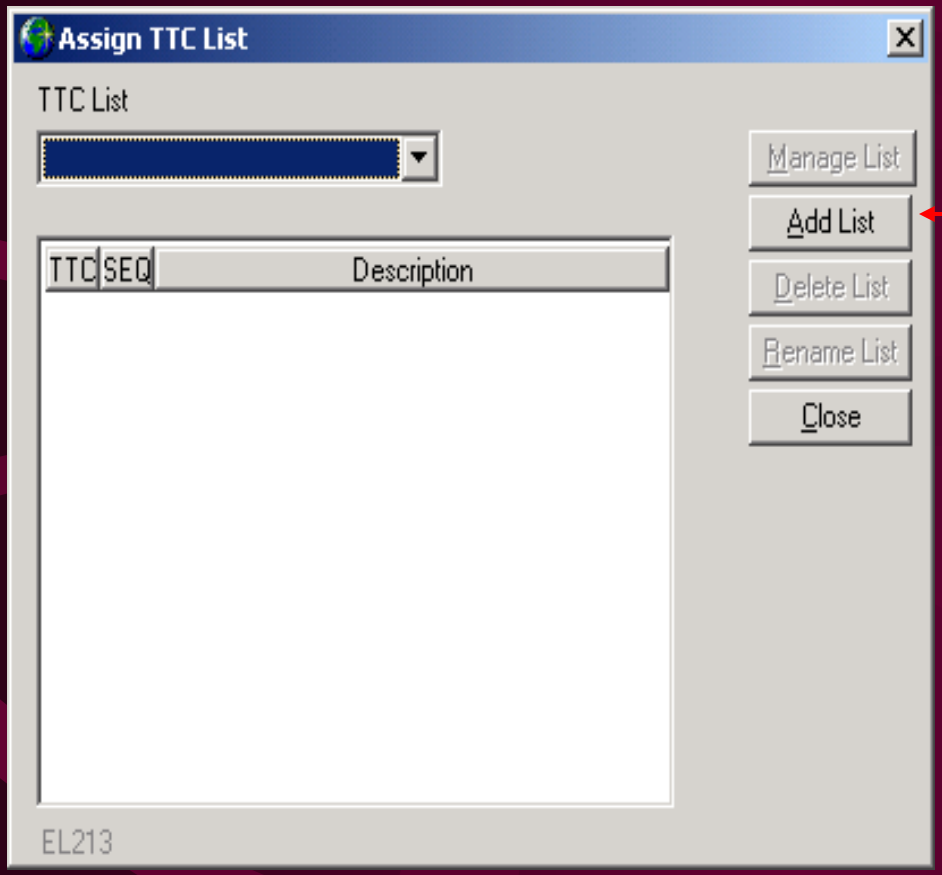
TTC Lists



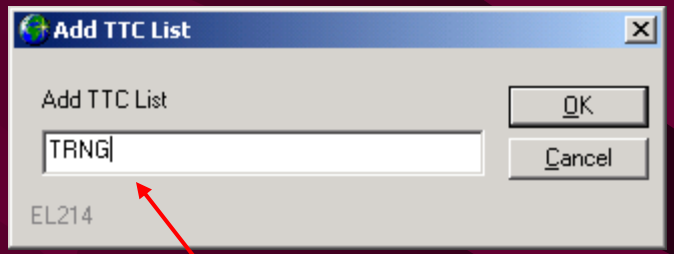
Click TTC List Button to create a TTC List

TTC Lists can be used to restrict Users to only selected TTC's

Add List

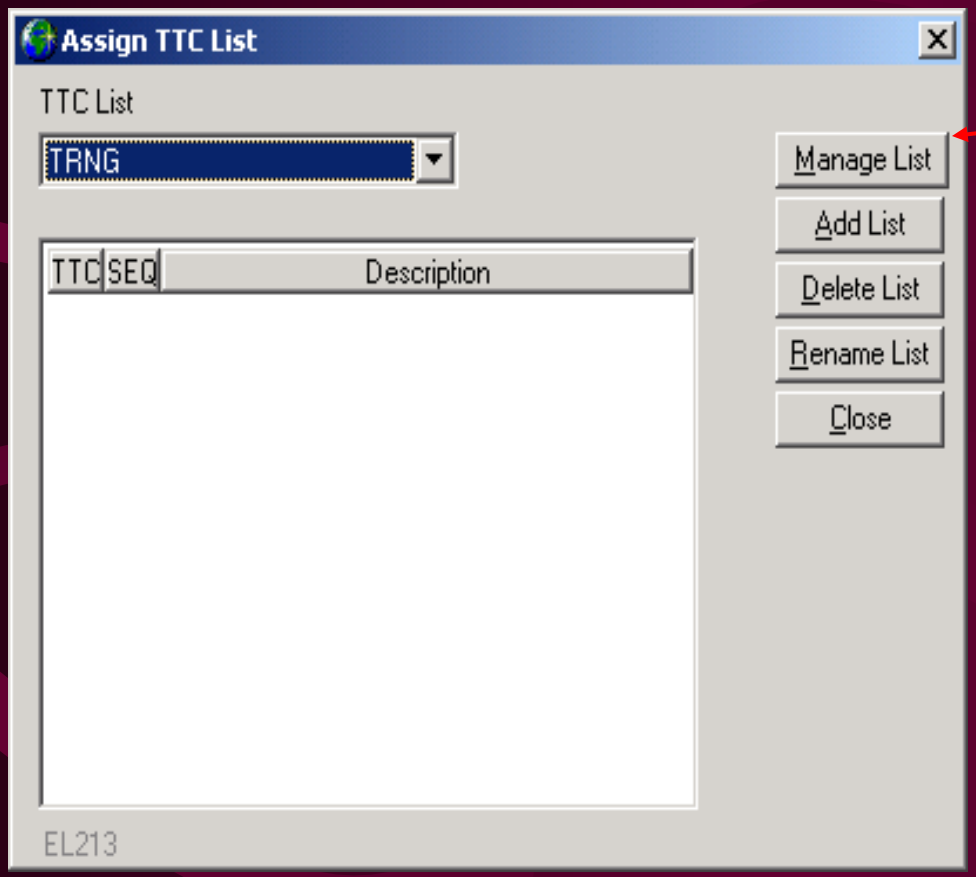


Clicking Add List will open Add TTC List Box



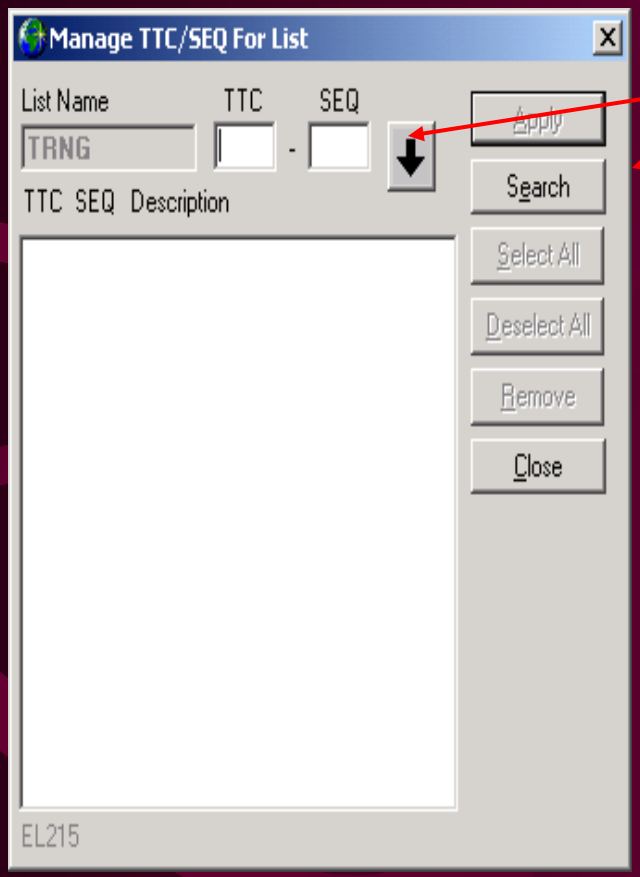
Insert Name for List and Click OK

Manage Lists

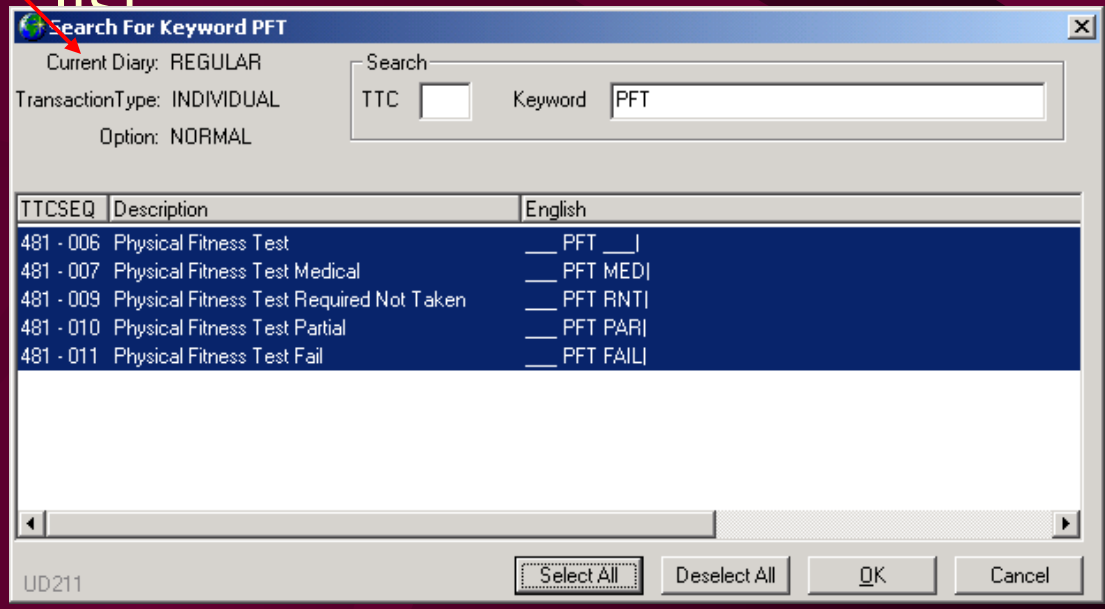


Click on Manage List to add TTC's to List

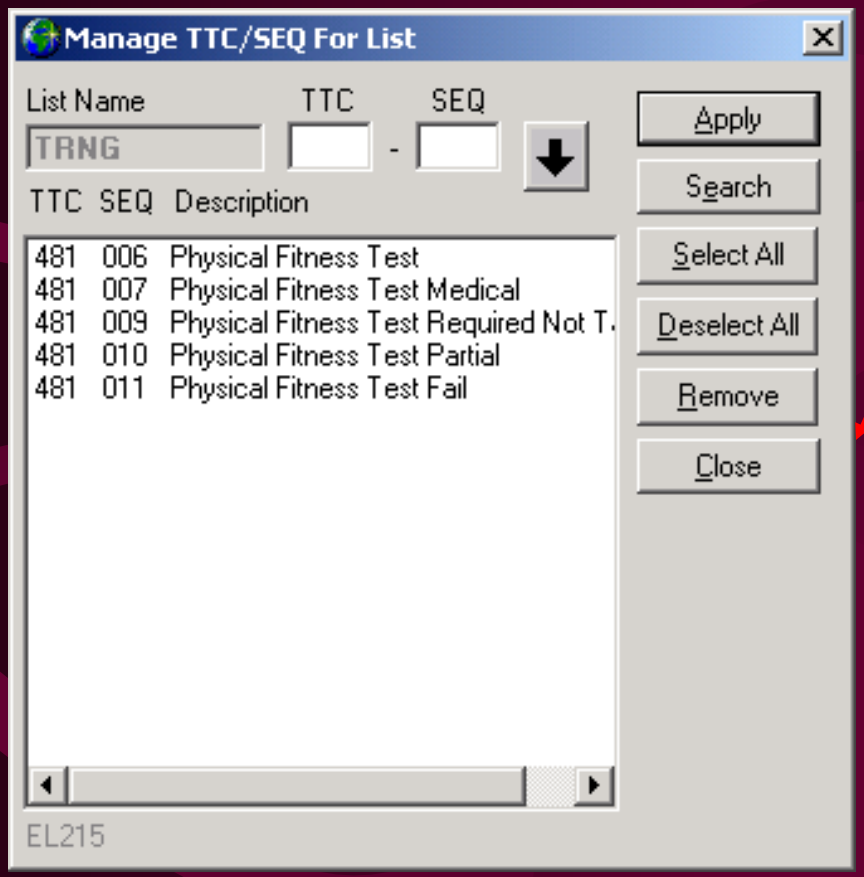
Add TTC's



Enter TTC or click Search to locate TTC's for addition to list

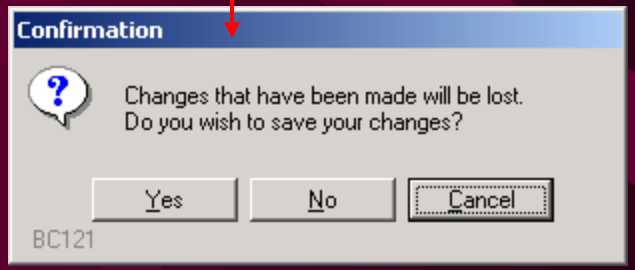


Save list

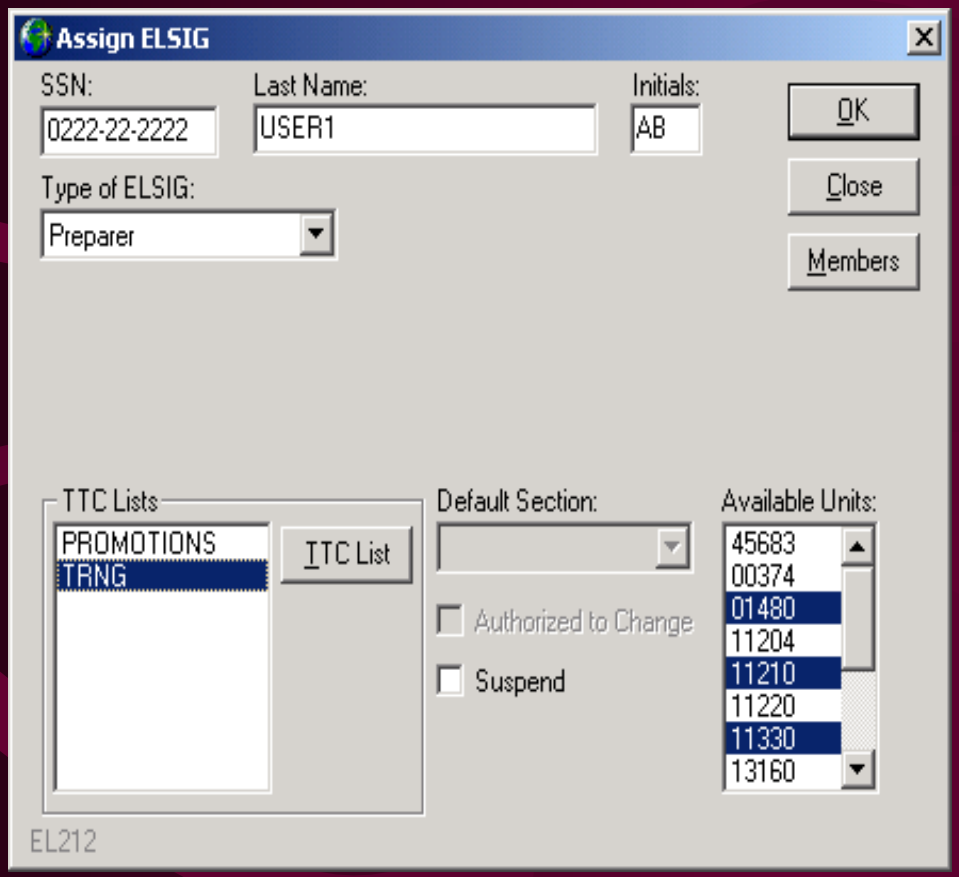


Click Close to Save

You will be prompted to Save List



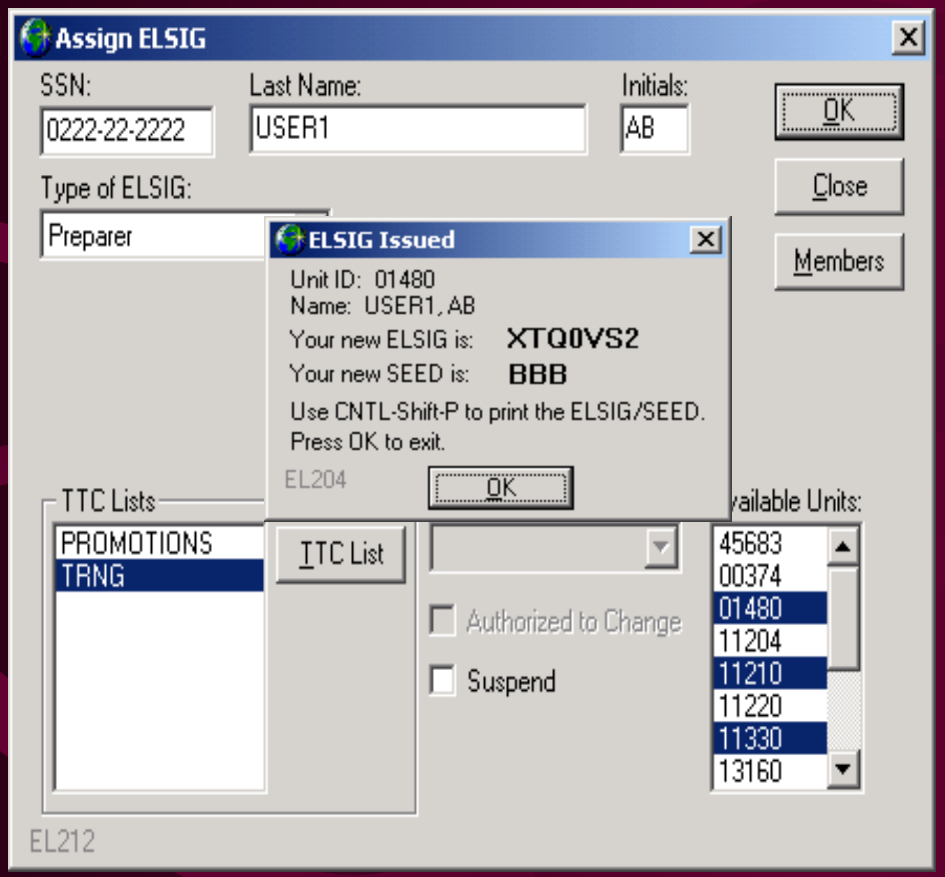
Select TTC List



User will be restricted to List(s) selected.

If no List is selected, User will be authorized all TTC's

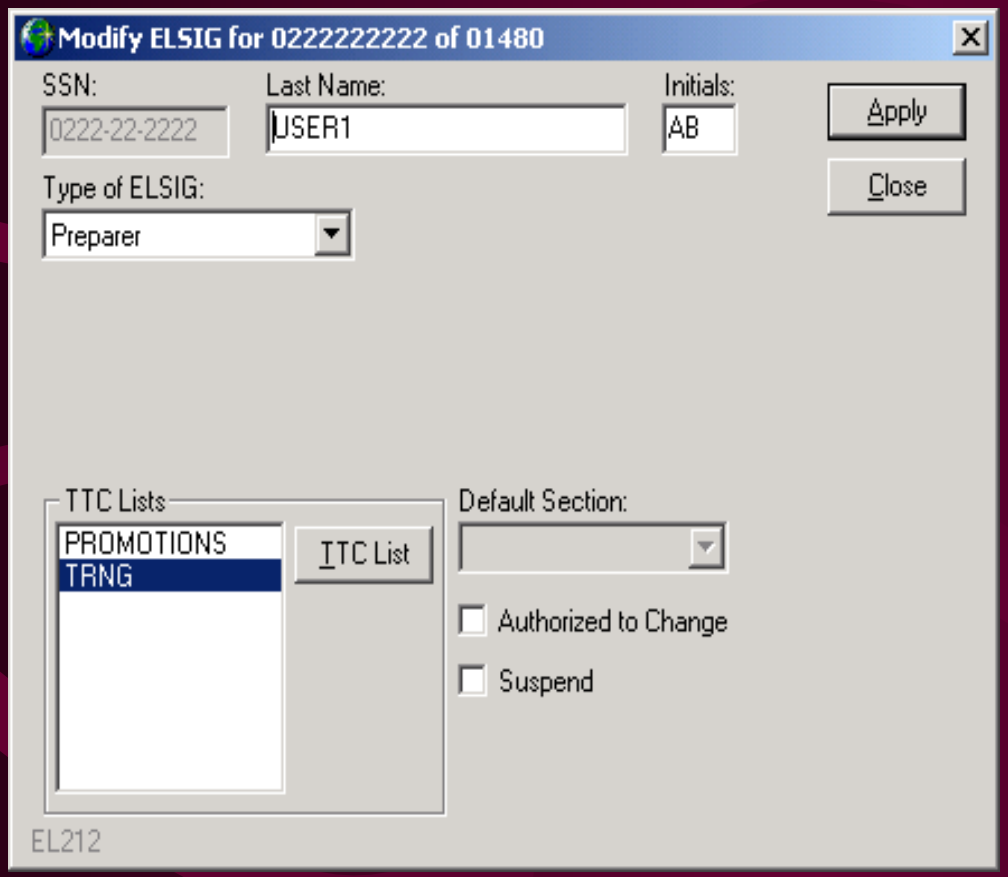
Finish Creation of ELSIG



Clicking OK will finish Creation. If more than one RUC was selected then an ELSIG will be created for Each RUC selected with same restrictions for All

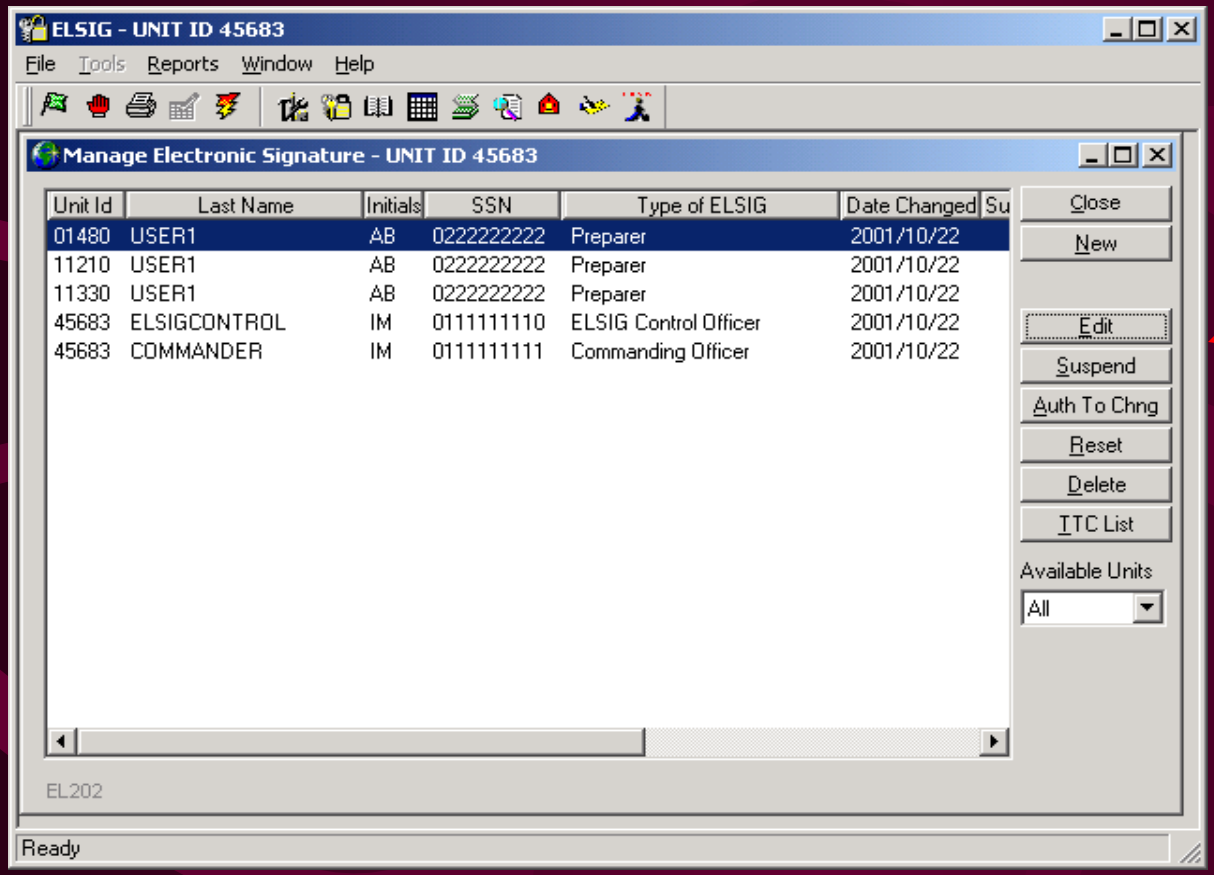
ELSIG can be Printed to give to user. The user will be prompted to

Edit ELSIG



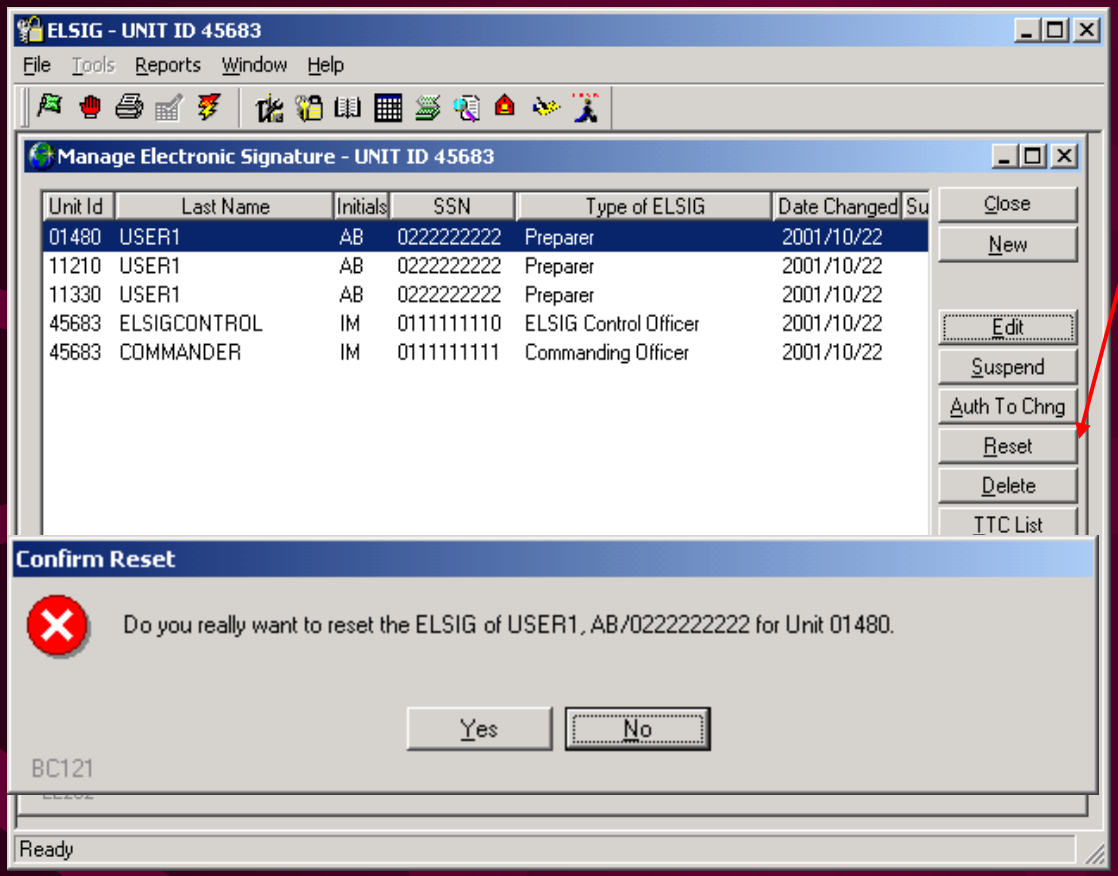
Clicking Edit on the ELSIG Management Console will allow modification of Name, Initials, ELSIG Type, TTC Lists assigned, and ability to Suspend the ELSIG

ELSIG Maintenance

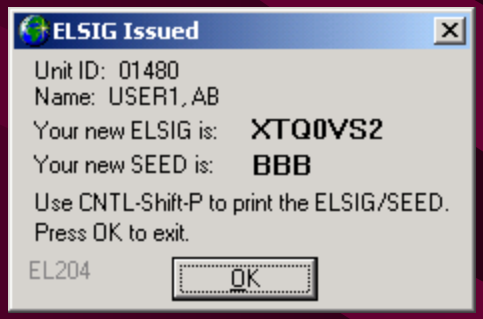

ELSIG - UNIT ID 45683
File Tools Reports Window Help
Manage Electronic Signature - UNIT ID 45683
Unit Id | Last Name | Initials | SSN | Type of ELSIG | Date Changed | Su
01480 USER1 AB 0222222222 Preparer 2001/10/22
11210 USER1 AB 0222222222 Preparer 2001/10/22
11330 USER1 AB 0222222222 Preparer 2001/10/22
45683 ELSIGCONTROL IM 0111111110 ELSIG Control Officer 2001/10/22
45683 COMMANDER IM 0111111111 Commanding Officer 2001/10/22
Close
New
Edit
Suspend
Auth To Chng
Reset
Delete
TTC List
Available Units
All
EL202
Ready

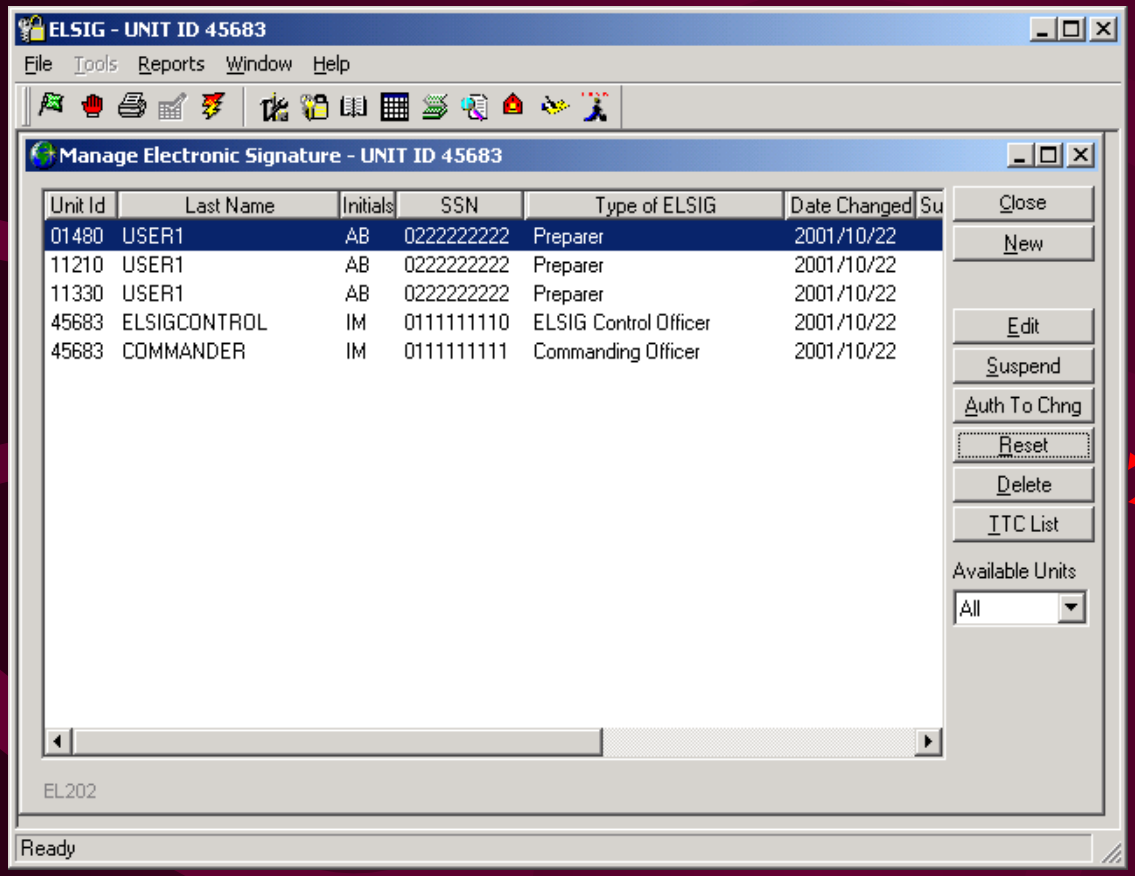
Clicking Suspend will suspend the ELSIG. If ELSIG is suspended, button will read “Unsuspend”

Auth To Chng will grant User ability to Modify TTC List(s) they are assigned


ELSIG - UNIT ID 45683
File Tools Reports Window Help
Manage Electronic Signature - UNIT ID 45683
Unit Id | Last Name | Initials | SSN | Type of ELSIG | Date Changed | Su
01480 USER1 AB 0222222222 Preparer 2001/10/22
11210 USER1 AB 0222222222 Preparer 2001/10/22
11330 USER1 AB 0222222222 Preparer 2001/10/22
45683 ELSIGCONTROL IM 0111111110 ELSIG Control Officer 2001/10/22
45683 COMMANDER IM 0111111111 Commanding Officer 2001/10/22
Close
New
Edit
Suspend
Auth To Chng
Reset
Delete
TTC List
Confirm Reset
Do you really want to reset the ELSIG of USER1, AB/0222222222 for Unit 01480.
Yes
No
BC121
Ready

Reset will Recreate an ELSIG for the User




ELSIG - UNIT ID 45683
File Tools Reports Window Help
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Unit Id | Last Name | Initials | SSN | Type of ELSIG | Date Changed | Su
01480 USER1 AB 0222222222 Preparer 2001/10/22
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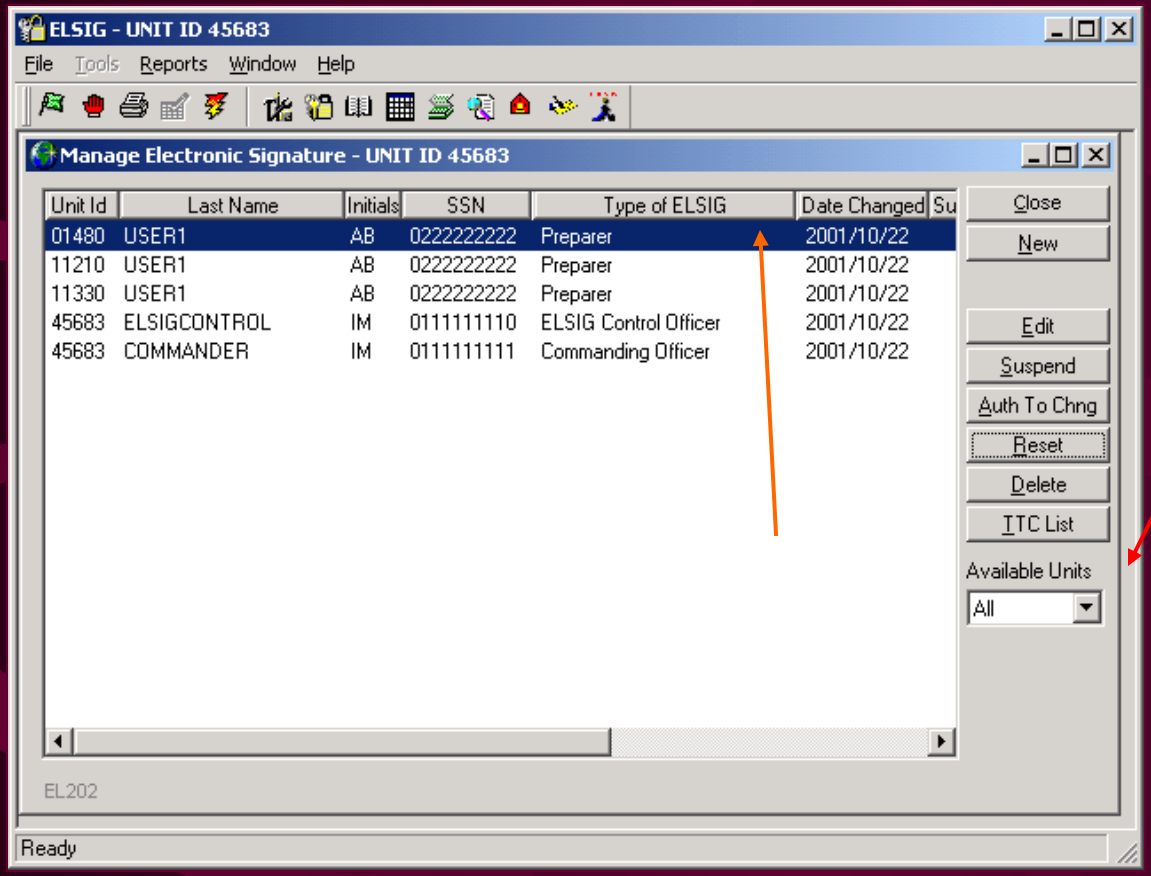
45683 ELSIGCONTROL IM 0111111110 ELSIG Control Officer 2001/10/22
45683 COMMANDER IM 0111111111 Commanding Officer 2001/10/22
Close
New
Edit
Suspend
Auth To Chng
Reset
Delete
TTC List
Available Units
All
EL202
Ready

Delete will Remove ELSIG

TTC List allows Management of TTC Lists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45683 ELSIGCONTROL IM 0111111110 ELSIG Control Officer 2001/10/22
45683 COMMANDER IM 0111111111 Commanding Officer 2001/10/22
Close
New
Edit
Suspend
Auth To Chng
Reset
Delete
TTC List
Available Units
All
EL202
Ready

Available Units dropdown shows what RUCS are assigned to the highlighted ELSIG

?? QUESTIONS ??